

UNITED STATES DISTRICT COURT CENTRAL DISTRICT OF CALIFORNIA



Date: February 4, 2004
Position Title: Chief Probation Officer
Class Level: JSP 14 - JSP 18
Salary: \$87,110 - \$144,600
Closing Date: March 15, 2004
Location: Los Angeles, California
Vacancy No.: 04-14

POSITION OVERVIEW

The Chief Probation Officer oversees the probation office to ensure expeditious handling of investigative work and effective case supervision of probationers, parolees and persons on supervised release. Duties include, but are not limited to, the following: Review, analyze, and interpret statutory, Judicial Conference, U.S. Sentencing Commission, and Parole Commission requirements for the administration of probation and parole services. Act as administrative liaison to the Court and to the Chief Judge. Select and recommend officer candidates for appointment by the district court. Select and appoint all support staff. Perform oversight for all personnel matters. Make specific recommendations to the Court regarding criminal justice issues, especially on matters relating to sound sentencing practices. Maintain cooperative relationships with probation and pretrial offices in other districts, and with other criminal justice agencies. Solicit contracts for carrying out the probation service functions, including mental health and substance abuse treatment. Maintain a high level of staff morale. Maintain a public/community relations program. Perform related duties as required by the Court.

QUALIFICATIONS

The successful candidate will possess a four-year degree from an accredited university with specialization in one or more of the social sciences related to this position. The selected candidate will also demonstrate a minimum of six years of progressively responsible and successful experience in the investigation, supervision, counseling and guidance of offenders in community correction or probation programs, preferably at the federal level. This specialized experience must have been earned after completion of the bachelor's degree. Experience in closely allied fields, such as education guidance counselor, social worker, caseworker, psychologist, substance abuse specialist, and correctional researcher may constitute a portion of the specialized experience. Completion of one academic year of graduate study in one of the social sciences may be substituted for one year of specialized experience. Completion of a master's degree or two years of graduate study in an accredited university in one of the social sciences or a Juris Doctor degree may be substituted for two years of specialized experience. Ability to demonstrate successful and significant application of leadership and management skills in a challenging environment is essential.

CONTINUED



INFORMATION FOR APPLICANTS

The Central District of California serves seven counties and has 28 district judges, 9 senior judges, 20 magistrate judges and 2 part-time magistrate judges. The Central District of California Probation Office employs 291 staff members, spread among 15 office locations. Staff includes probation officers, administrative positions and clerical support positions. The workload in this district entails supervision of over 5,800 probationers, parolees and persons on supervised release, and the preparation of approximately 1,600 presentence investigations annually.

The Probation Office is within the Judicial Branch of the United States Government and its employees are entitled to federal employees benefits such as a pension plan, retirement savings plan with excellent matching, group health insurance, life insurance, long term disability, long term care programs, flexible spending accounts, and generous paid time off.

The United States Probation Office requires employees to adhere to a code of conduct which is available upon request. The final candidate will be subject to a full government background investigation. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicants who are not U.S. citizens must be eligible to work for the United States government. An "Application for Judicial Branch Employment", Form AO 78, can be downloaded from our web site at www.cacd.uscourts.gov, or obtained by calling our 24-hour job information line at (213) 894-2904.

Submit resume, cover letter, and employment application to:

District Court Executive
United States District Court
312 North Spring Street, Room 535
Los Angeles, CA 90012



